

## Central Coast Regional Water Quality Control Board

### AGRICULTURAL REGULATORY PROGRAM

#### PROCEDURE FOR LABORATORIES TO OBTAIN GEOTRACKER UPLOAD AUTHORIZATION FROM “GEOTRACKER HELPDESK”

Updated September 19, 2012

Growers enrolled in Agricultural Order R3-2012-0011 must conduct required groundwater monitoring and reporting, and must contract with certified laboratories to conduct the required analyses. In the Agricultural Regulatory Program, laboratories are responsible for sample analysis and uploading the analytical results directly onto the GeoTracker database in the required Electronic Deliverable Format (EDF). Laboratories that would like to submit EDF data directly onto the GeoTracker database on behalf of farmers/growers must do the following:

1. Obtain unique GeoTracker identifiers called a **LABCODE**<sup>1</sup> and a **LOGCODE**<sup>2</sup>.
2. Submit (via e-mail) an official letter to the Central Coast Water Board stating that the laboratory will request access only to facilities/sites that it has been authorized to access. The letter must also indicate that the laboratory's requests for access will be limited to facilities/sites enrolled in the Agricultural Regulatory Program. This letter must be on official letterhead and signed by the lab director or authorized representative.
3. Submit (via e-mail) an example of the authorization form that your laboratory plans to use to obtain formal authorization from its clients to upload EDF data unto the GeoTracker database on their behalf. Copies of all authorization forms must be retained by the laboratory.
4. Review the groundwater monitoring and reporting requirements in Agricultural Order R3-2012-0011 and associated Monitoring and Reporting Programs (available at [http://www.waterboards.ca.gov/centralcoast/water\\_issues/programs/aq\\_waivers/index.shtml](http://www.waterboards.ca.gov/centralcoast/water_issues/programs/aq_waivers/index.shtml))

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1. <sup>1</sup> The **LABCODE** is a unique code of up to four characters that identifies the analytical Laboratory that receives the samples (not necessarily the laboratory that performs the analyses). This code must be included in all EDF submittals to GeoTracker. The **LABCODE** can be obtained by calling the **EDF Data Help Desk at 1-800-506-3887** or by navigating the following website: <http://edfdata.com/validvalues/requestform.html>, which may be accessed to fill out a request form from the EDF Data Help Desk. Depending on the selected turn-around time, the lab could incur a one-time fee.
  2. <sup>2</sup> The **LOGCODE** is a unique code of up to four characters that identifies the Field Organization responsible for collecting samples and related field data (i.e., environmental sampling information). The **LOGCODE** can be obtained by calling **EDF Data Help Desk at 1-800-506-3887**.

Once the Water Board receives the required letter and authorization form described in Nos. 2 and 3, above, laboratories must proceed as follows:

- Apply for a username/password as a “Laboratory” (if they do not already have one). If you do not have a GeoTracker account, you can apply for an account at: <https://geotracker.waterboards.ca.gov/esi/password1.asp>.
- Log onto GeoTracker
- Click on “Request Additional Facilities” under the “Facility Management” menu
- Search for and request the desired site (ranch/farm).  
**(Note:** Global ID#s can be found by entering “AGL” in the Global ID field and a partial Facility Name or address.
- All requests that have complied with Nos. 1-3, above, will be approved nightly by the GeoTracker HelpDesk.

For questions concerning these instructions and our requirement for an official letter to request facilities and a copy of your authorization form, please contact Hector Hernandez at: (805) 542-4641 or e-mail at: [Hhernandez@waterboards.ca.gov](mailto:Hhernandez@waterboards.ca.gov)